



STATE OF CALIFORNIA
Department of Business Oversight



EXAMINATION ANNOUNCEMENT
ASSISTANT CHIEF COUNSEL
PROMOTIONAL EXAMINATION

EDMUND G. BROWN JR., Governor

Alexis Podesta, Acting Agency Secretary
Jan Lynn Owen, Commissioner of Business Oversight

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL EXAMINATION

WHO MAY APPLY

Competition is limited to applicants who have a permanent civil service appointment with the Department of Business Oversight as of the final filing date listed below, or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

HOW TO APPLY

Submit Examination Application (STD. 678) to:

**DEPARTMENT OF BUSINESS OVERSIGHT
ATTN: HUMAN RESOURCES/EXAM UNIT
1515 K STREET, SUITE 200
SACRAMENTO, CA 95814**

APPLICANTS MUST INCLUDE EXAM CODE 6CP03 ON THEIR APPLICATION

The Examination Application (STD. 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will NOT be accepted. Faxed or emailed applications will not be accepted.

FINAL FILING DATE: June 24, 2016

SPECIAL TESTING ARRANGEMENTS

If you have a disability that requires accommodation, mark the appropriate box in Part 2 of the Examination Application (STD. 678). You will be contacted about specific testing arrangements.

SALARY RANGE: \$9,337 - \$10,815

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Applications must include "from" and "to" employment dates (month/day/year), time base, hours per week, civil service class title(s) and range (if applicable). Applications received without this information will be rejected. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

AND

Either I

Two years of experience in the California state service performing "legal duties" at a level of responsibility equivalent to Staff Counsel (Attorney), Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

POSITION DESCRIPTION

Incumbents in this class have responsibility for managing the legal programs of the Department of Business Oversight under the direction of a Deputy Commissioner. This responsibility includes: planning, organizing, directing, coordinating and reviewing the work of professional legal and support personnel serving in both line and staff support capacities; managing a major legal section of a large legal office; acting as legal advisor to senior management of the Department; able to analyze legal principals and apply them to complex legal and administrative issues; preparing reports to the Legislature and for use by senior management; formulating and implementing legal policies and being able to present them to senior management clearly and logically; testifying as an expert in administrative, civil and criminal matters; maintaining a caseload as needed; representing the Department in difficult and complex public hearings, including but not limited to administrative, civil and criminal hearings; representing the Department before national organizations and coordinating with agencies on multi-state projects; and participating as a member of senior management in the development and implementation of Departmental policy and programs. Positions may exist statewide.

EXAMINATION INFORMATION

**TRAINING AND EXPERIENCE QUESTIONNAIRE
WEIGHTED 100%**

This examination will consist of a Training and Experience Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the Training and Experience Questionnaire. **Qualifications Appraisal Panel (QAP) Interviews will not be conducted.**

EXAMINATION INFORMATION (Continued)

Candidates who meet the Requirements for Admittance to the Examination "minimum qualifications" will be emailed (or mailed) a Training and Experience Questionnaire approximately two to three weeks after the final filing date. The Training and Experience Questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification and scope as outlined on this bulletin. **Return of the Training and Experience Questionnaire is mandatory. Candidates who do not return the completed Training and Experience Questionnaire will be eliminated from the examination process.**

SCOPE

A. Knowledge of:

1. Legal principles and their applications.
2. Legal research methods, court procedures, rules of evidence and procedure.
3. Administrative law and the conduct of proceedings before administrative bodies.
4. Provisions of laws and Government Code sections administered or enforced by the Department of Business Oversight.
5. Principles of public administration, personnel management and supervision.
6. The Department's Equal Employment Opportunity Program objectives.
7. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

SCOPE (Continued)

B. Ability to:

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems.
2. Present statements of fact, law and argument clearly and logically in written and oral form.
3. Draft opinions, pleadings, rulings, regulations and legislation.
4. Hold hearings and independently present difficult and complex cases in court.
5. Plan, organize and direct the work of a staff of attorneys.
6. Effectively contribute to the Department's equal employment opportunity objectives.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Business Oversight. The resulting list will be in effect for a minimum of **12** months unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans' preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DBO Office of Human Resources at (916) 327-0837 or (916) 327-6696 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available online at www.jobs.ca.gov, local offices of the Employment Development Department, and the Department of Business Oversight, 1515 K Street, Suite 200, (916) 445-6351 or at www.dbo.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure placement on the eligible list. All candidates who pass the examination will be ranked according to their scores.

The Department of Business Oversight reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment with Department of Business Oversight or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, State Personnel Board offices, or at www.spb.ca.gov.

Examination Locations: If this examination requires a written test and/or qualifications appraisal interview, it will be given in such places in California as the number of candidates and conditions warrant. Exams are typically scheduled in Los Angeles, Sacramento, San Diego, and/or San Francisco. However, locations may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service-wide promotional; 5) departmental open; and 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CALHR 1093), which is available at:

<http://jobs.ca.gov/Job/VeteransInformation>, and at the Department of Veterans Affairs <https://www.calvet.ca.gov/VetServices/Pages/State-Employment.aspx>.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.

California Relay (Telephone) service for the deaf or hearing-impaired:

From TDD Phone: 1-800-735-2929

From Voice Phone: 1-800-735-2922